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GUIDELINES FOR REIMBURSED MISSIONS

USAF requires us to keep complete mission records for all reimbursed missions. The reference for required mission records is *CAPR 60-3, paragraph 1-18*. The reference for reimbursement is *CAPR 173-3*.

VTCAFP 7 and the NER Risk Management Matrix are available on the Vermont Wing website (vtwg.cap.gov).

The Mission Reimbursement Officer (MRO) appreciates receiving completed mission packages at Vermont Wing Headquarters within a week following missions. Please include a copy of the aircraft log (if possible) along with the original fuel delivery slip.

Reimbursement requests should include at least the following:

I. TRAINING MISSIONS

A. Individual/Unit Training

1. ICS Form 211 Check-In List
2. VTCAFP 218A Aircraft Inventory
3. CAPF 104 Flight Plan/Briefing
4. NER Form Tactical Risk Management Matrix
5. ICS Form 201 Incident Briefing
6. Original fuel delivery slips

B. Wing-Wide Training

1. All mission records applicable from CAPR 60-3, paragraph 1-18
2. Original fuel delivery slips

II. SAR MISSIONS

- A. All mission records applicable from CAPR 60-3, paragraph 1-18
- B. Original fuel slips for every fuel delivery to vehicles and aircraft
- C. CAPF 108 from every member requesting reimbursement

III. CADET ORIENTATION FLIGHTS

A. CAP Cadets

1. VTCAFP 7
2. Original fuel delivery slips

B. AFROTC Cadets

1. ROTC form with cadets' names and syllabus numbers
2. Original fuel delivery slips

IV. CHECK RIDES

- A. Copy of F5
- B. Original fuel delivery slip

Contact the MRO for assistance.